



U.S. Department of Justice
Executive Office for Immigration Review

Office of the Chief Immigration Judge

5107 Leesburg Pike, Suite 2500
Falls Church, Virginia 22041

April 30, 2018

MEMORANDUM

TO: All Immigration Judges
All Interpreters
All Deputy Chief Immigration Judges
All Assistant Chief Immigration Judges

FROM: MaryBeth Keller
Chief Immigration Judge

SUBJECT: 2018 Executive Office for Immigration Review Legal Training Program and Interpreter Training Program

The 2018 Executive Office for Immigration Review Legal Training Program and Interpreter Training Program will be held at the Sheraton Tysons Hotel in Tysons, Virginia. The programs will begin on Monday, June 11, 2018 and will conclude at 4:00 p.m. on Wednesday, June 13, 2018. Mandatory registration will be held on Sunday, June 10 from 3 pm to 8 pm. The dress code is business attire.

The official travel days for the programs are Sunday, June 10, 2018 and Wednesday, June 13, 2018. West Coast Courts may travel back on Thursday, June 14. Participants from other courts should contact your Assistant Chief Immigration Judge if you are unable to depart on Wednesday. A Thursday departure must be authorized by your Assistant Chief Immigration Judge. The per diem rate for Virginia is \$253.00 (lodging) and \$69.00 (M&IE).

A second hotel, the Hilton McLean Tysons Corner, will provide additional accommodations. The Hilton McLean Tysons Corner in McLean, Virginia is located 2.4 miles from Sheraton Tysons Hotel. Complimentary transportation will be provided daily to and from the conference.

Sheraton Tysons Hotel check-in time for guests is 3:00 p.m. and check-out time is 12:00 noon. The hotel website is <http://www.sheratontysonscorner.com>. Hilton McLean Tysons Corner check-in time for guests is 4:00 p.m. and check-out time is 12:00 noon. The hotel website is <http://hilton-mclean-tysons-corner>.

There is no need to call the hotels to reserve your room for the dates of the programs. A master rooming list will be prepared by OCIJ. To reserve your room, please complete the attached hotel reservation form and fax it to the attention of Patricia Ross (b) (6) on or before May 4, 2018. You will receive your hotel assignments as soon as possible following receipt of all hotel reservation forms. If you have a particular needs related to the

accommodations please speak with your Assistant Chief Immigration Judge immediately.

Each Immigration Court has a designated Travel Arranger who is familiar with federal government travel rules. The Travel Arranger will make your reservations and ensure that your travel is in compliance with all federal travel rules and policies. If you do not know the identity of your assigned Travel Arranger, please contact your Court Administrator. To ensure consistency in activity codes the Immigration Judge Conference travel code is JEOIR050 and the Interpreter Conference travel code is JEOIR058.

If you have any questions regarding hotel arrangements, or questions regarding the training programs in general, please direct them to Marcia Lee-Sullivan. Ms. Lee-Sullivan can be reached at (b) (6) or at Marcia.Lee-Sullivan@usdoj.gov.

We look forward to seeing you at the training programs in June.

cc: Court Administrators

2018 Executive Office for Immigration Review

**LEGAL TRAINING PROGRAM
INTERPRETER TRAINING PROGRAM**

ROOM RESERVATION FORM

Training Program Travel Dates
Sunday, June 10, 2018 and Wednesday, June 13, 2018

Contact your Assistant Chief Immigration Judge if you are unable to depart on Wednesday.
A Thursday departure must be authorized by your Assistant Chief Immigration Judge.

FIRST NAME (Please Print)	
LAST NAME (Please Print)	
COURT	
CREDIT CARD #	
EXPIRATION DATE	
CHECK-IN DATE	
CHECK-OUT DATE	

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LEGAL TRAINING PROGRAM

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INTERPRETER TRAINING PROGRAM

FAX the completed form by Friday, May 4, 2018 to:

Patricia Ross
Office Support Assistant
Office of the Chief Immigration Judge
Office: (b) (6)

FAX: (b) (6)